

Department of
Workforce Services
Office of Work & Family Life
140 East 300 South
Salt Lake City, UT 84111

Ph: 801-526-4340
800-622-7390
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Youth Connections

**Funding
Opportunity!**

Request for Grant

FUNDING AVAILABLE FOR PROGRAMS SERVING ELEMENTARY SCHOOL YOUTH
APPLICATION DUE: 3 PM, Wednesday, April 19, 2006

Request for Grant

The Office of Child Care in the Office of Work & Family Life (W&FL) is dedicated to building a community-based system supporting quality out-of-school time programs for Utah school-age children through advocacy, professional development, and leadership. It pursues this mission in part by allocating funds to organizations serving children and youth during their out-of-school time.

W&FL requests grant proposals for Youth Connections, a project to create and expand out-of-school time programs for elementary school-age youth.

Eligible programs may apply for up to \$30,000. Grant proposals will be evaluated on a competitive basis by a grant review team. Private and public collaboration is encouraged. Programs must serve at-risk youth and have a prevention component for one or more defined at-risk youth behaviors.

Funding for Youth Connections grants comes from the Federal Child Care Development Fund Grant to the State of Utah and state funds, and is administered through the Department of Workforce Services, Office of Work & Family Life.

Funding to Support Working Parents

Once their children enter school, working parents struggle with what to do with them after the school bell rings. Young elementary children do well in child care programs. Older elementary school children often feel they are too old for child care and that they have no options but to hang out alone at home or out in the community. Utah needs programs for all youth.

Young people are going through remarkable social, physical and emotional development. These changes often affect how they do in school, how they relate with parents and others in the community.

Children who attend high quality afterschool programs have better conflict resolution skills, emotional adjustment, peer relations, grades and conduct in school compared to their peers who are not in afterschool programs. They also spend more time in learning opportunities, academic activities, and enrichment activities and spend less time watching television than their peers. (National Institute of Out-of-School Time, 2005)

“If youth cannot fulfill (their needs) in programs organized by responsible adults, they become far more likely to find it in gangs....,” reports Fight Crime, Invest in Kids, a coalition of law enforcement officials. “Afterschool and summer programs keep children safe, help working families, and improve students’ academic achievement.... These programs lessen the worries of parents who cannot be with their children after school.” (Afterschool Alliance, www.afterschoolalliance.org)

Youth Connections, an ongoing project of the Office of Work & Family Life, is designed to help communities in Utah create safe, high quality programs for elementary school youth (through age 12) during the times they are not in school. Research shows that effective programming for this age group includes caring relationships with trained adults, with group size limited to a 1:10-15 ratio of staff to youth. Activities should be varied to meet youth’s changing interests and should involve youth participants in the planning. Program space should allow young people to be independent and creative. Staff should receive on-going professional development and support.

The Office of Work & Family Life hopes that through Youth Connections, school-age youth will find exciting supervised activities that benefit the children and support parents so they can work without worry.

Youth Connections

Goals for Programs

- Increase capacity to serve elementary school youth from low-income families.
- Improve the quality of programs through training and technical assistance.

Goals for Youth and Families

- Improve academic, and social outcomes for participating youth.
- Provide positive alternative to idleness and anti-social behaviors.
- Support parents in their primary care giving role.

Who May Apply

- ✓ Applicants must plan to operate programs August 2006 through June 2009. Grants may be renewed each year for two additional years, starting in August 2007 and ending June 2009.
- ✓ Applicants who want to provide regular, formally organized services for elementary school age youth, generally grades 1 through 6, during their out-of-school time may apply. Services may be provided before and after school, school breaks, weekends, or summer.
- ✓ Applicants must plan to recruit low-income youth and other at-risk youth groups for these programs.
- ✓ Proposals may be submitted to a) start a new program, b) continue a program that lacks sufficient funds to operate, or c) expand an existing program that will serve low-income at-risk youth.
- ✓ Organizations that operate programs at multiple locations/sites must apply separately for each location/site up to a maximum of three program sites.
- ✓ Applicants must be able to meet a 100% matching requirement. For example, if a program requests \$12,000, it must provide \$12,000 in cash or in-kind donation. In-kind donations may include supplies, labor, space, equipment, and/or any other type of item that benefits the program's planned grant activity. *The cash or in-kind match may not include any federal funds provided under any authority.*
- ✓ For-profit and non-profit organizations, school districts, and other public entities in Utah may apply. Programs must be open to all youth regardless of race, religion, gender, political ideology or physical ability. Programs that have a religious affiliation will be required to provide assurances that grant funds will not be used for religious instruction.
- ✓ Applicants must demonstrate the capacity to ensure proper administrative and accounting procedures.
- ✓ Applicants who failed to perform under the terms and conditions of a prior grant administered by the Office of Child Care or Work & Family Life are not eligible to apply for another grant from the Office for a period of one to three years from the date the prior grant ended (or permanently, if circumstances warrant), as determined by W&FL.

Terms for Grants

1. Funded organizations must attend a one-day orientation; date to be announced after awards are made.
2. Funded organizations must use grant funds to send at least two staff to a minimum of twenty hours each of program-related trainings, including at least one statewide afterschool workshop or conference. Out-of-state travel will not be funded.
3. Funded organizations must participate in direct consultation and technical assistance provided by staff of the W&FL.
4. Funded organization must provide two financial/progress reports per year as required by the W&FL.
5. Funding will be disbursed in three payments, which are contingent upon the organization meeting all the grant's terms and conditions including the reporting requirements.
6. Grants will be awarded based on demonstrated need and quality of program proposed up to a maximum of \$30,000 per program/site with a maximum of three sites being eligible. A minimum of 15 youth per site is recommended.
7. If the program is required by Utah law to be licensed by the Department of Health, it must become licensed.
8. Programs must complete a self-assessment during the grant period using the National AfterSchool Association Standards for Quality School-Age Care. Programs must also reach a minimum of Level 4 on the School Age Care Environment Rating Scale, including Items 12. Health Policy; 13. Health Practices; 14. Emergency and Safety Policy; and 15. Safety Practice.

I. APPLICATION COVER SHEET

Executive Director: _____ Owner: _____

Organization: _____

Federal Tax ID #: _____

Program Name: _____

Address: _____

Telephone: _____ Email: _____

Signature: _____ Date: _____

This organization is (please check one):

- ☐ Individual/Sole Proprietor
- ☐ Private Corporation
- ☐ Non-Profit Organization (Attach documentation to the Background Information.)
- ☐ Public/Government

This application is (please check one):

- ☐ To start a **new program** designed specifically for elementary school youth
- ☐ To continue an **existing program** serving low-income at-risk youth that lacks sufficient funds to operate
- ☐ To expand the capacity of an **existing program** to serve more youth
- ☐ To expand the capacity of an **existing program** to increase service hours

Please check or circle specific days of operation:

- ☐ Mon. ☐ Tues. ☐ Wed. ☐ Thurs. ☐ Fri. ☐ Sat. ☐ Sun. (currently operating)
- ☐ Mon. ☐ Tues. ☐ Wed. ☐ Thurs. ☐ Fri. ☐ Sat. ☐ Sun. (projected for new and expanding programs)

Please insert appropriate number of hours per day:

_____ Mon. _____ Tues. _____ Wed. _____ Thurs. _____ Fri. _____ Sat. _____ Sun. (currently operating)
_____ Mon. _____ Tues. _____ Wed. _____ Thurs. _____ Fri. _____ Sat. _____ Sun. (projected for new and expanding programs)

How many children do you expect to serve, on average, in your **new** or **expanded** program? _____

What is your estimate of the number of children, an average, in your **current** program? _____

What is your estimate of the cost per hour per child for your **current** program? _____

What is your estimate of your revenue earned per hour per child for your **current** program? _____

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II. DEMOGRAPHIC INFORMATION CHART:

Please indicate percentage of children in each category you currently serve. If your program is not currently in operation, please indicate the percentages of youth you plan to serve during year one of the funding period (August 2006 through June 2007).

Section A	Current Percentage Served	Anticipated Percentage To Be Served
Asian/Pacific Islander		
African-American/African descent		
Latino/a		
Native American/Indigenous		
European American		
Mixed Ethnicity		
Other:		
Total (must equal 100%)		

Please indicate the percentage of children in each category you serve or plan to serve.

Section B	Current Percentage Served	Anticipated Percentage To Be Served
*Children from low-income families (Please circle source of data: A. Organization's in-take forms or B. School free/reduced price lunch statistics)		
Children with special needs (Non- or limited-English speaking children; children with disabilities, including asthma, ADD/ADHD, learning disabilities)		

*For purposes of this grant low-income is defined as children who are income eligible for child care subsidy, and/or youth who are eligible for free and reduced school lunches. This information may be obtained by contacting the school(s) your students attend and determining the percentage of kids in assisted lunch programs.

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III. BUDGET DETAIL FORM FY07

Organization Name _____ Site _____

Category I Administrative Expenses

	Grant Funds Requested	Other funds for this program	In-Kind match for the program	Parent Fees	Total Operation Budget
Total Category I Admin Expenses (may not exceed 10% of Category III-Total Program Expenses)	\$	\$	\$	\$	\$

Category II Capitol Expenditures

List Expenditures	*				
* <i>Note: Not Allowed for this grant application</i>					
Total Category II Capital Expenditures	\$ N/A	\$	\$	\$	\$

Category III Program Expenses

1. Salaries					
2. Fringe Benefits					
3. Travel/Transportation					
4. Space Costs (rent/mortgage)					
5. Utilities					
6. Communications (printing, copying, phone, postage)					
7. Equipment/Furniture					
8. Supplies & Maintenance (food)					
9. Miscellaneous (minor repairs or upgrade of a facility)					
10. Conferences/Workshops (training)					
11. Insurance					
12. Professional Fees/Contract Services					
Total Category III Program Expenses	\$	\$	\$	\$	\$

Total Expenses Category I and III (funds requested may not exceed \$30,000)	\$	\$	\$	\$	\$
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IV. NARRATIVE SECTION

Please note that responses must be limited to 10 pages plus attachments. Failure to meet this page limit will result in disqualification of the grant proposal. There are 100 total points possible.

1. **ORGANIZATION:** Please describe your organization. Define its mission, identify its focus population, and indicate how many years it has been serving your community. Include an organization chart as Attachment A, which will not be counted in the 10-page limit. **(5 points)**
2. **NEED DETERMINATION:**
 - A. How did you determine the need for an after-school youth program in your community? (e.g. parents wanted care for their older children; youth expressed interest; community members saw need because of delinquent behavior). **(5 points)**
 - B. Demographics – What is your estimate of the number of at-risk youth you plan to serve? What would be the percentage of at-risk children to total number of children served? How will you identify at-risk youth? **(5 points)**
3. **PROGRAM SERVICES:**
 - A. Describe your philosophy, goals, and program design for the kind of programming you want to provide for school youth with this funding. Include examples of activities you would offer to: prevent problem behaviors; encourage academic success; promote responsible decision-making, community service, socialization/recreation and communication. Specify why your organization is best suited to meet the needs of elementary school youth in your community. **(5 points)**
 - B. Attach a work plan describing three proposed monthly program activities as Attachment B, which will not be counted in the 10-page limit. **(10 points)**
 - C. How will you ensure that the services you provide are culturally relevant and accommodate youth with special needs (physical, mental, behavioral and/or language)? (Examples: hiring staff with the same cultural background as youth in the program; working closely with families whose children have special physical, medical or emotional needs.) **(5 points)**
4. **STAFF:** Please provide a sample job description for the site coordinator and other staff as Attachment E. Describe in the narrative section of RFG staff training plan, staff evaluation plan and the program plan to reward staff performance and longevity with the program. **(10 points)**
5. **RECRUITMENT:** How will you identify and recruit youth from families receiving child care subsidy or from other low-income families to participate in your program? Describe how you intend to market your program. **(5 points)**
6. **COLLABORATION:** Who in your community have you been working with to develop and operate this program? Do they represent a private or public organization? Attach two letters of collaboration/partnership indicating support for your program. Contributions from collaborators should be noted on the Budget Form as in-kind match. Include two letters of collaboration as Attachment C and Attachment D, which will not be counted in the 10-page limit. Each letter counts 5 points towards the score for this section. Proposals may be accepted for review without demonstrated collaboration. **(10 points)**

7. **COST INFORMATION:**

- A. How do you justify your budget request? Please itemize and describe the purpose for costs in each line item on the Budget Detail Form in Section III. This will be part of the budget narrative included in the 10-page limit. **(30 points)**
- B. How will you ensure proper administrative and accounting procedures are followed? Identify personnel and processes that would be involved. This will be part of the budget narrative included in the 10-page limit. **(5 points)**
- C. Include a plan of action and a timeline for your purchasing activities. Please note that all funds must be spent by the end of the funding period, June 30, 2007. This will be part of the budget narrative included in the 10-page limit. **(5 points)**

Application and Selection Process

Timeline

- **March 15, 2006:** Interested organizations may attend a pre-proposal bidder's meeting. Attending the meeting is not a prerequisite for applying for the Youth Connections grant. See www.jobs.utah.gov/occ for meeting locations.
- **Wednesday, April 19, 2006: Proposals must be received no later than 3 p.m. Proposals received after 3 p.m. will not be accepted.**
- **August 1, 2006:** It is anticipated that grants will be awarded. The Office of Work & Family Life reserves the right to award partial grants. Funding will be given to programs that plan to serve high percentages of youth from low-income communities, and youth with special needs (physical, mental, behavioral and/or language). All grant awards are final.
- **June 30, 2007:** Grant period ends. Funded programs must expend all grant dollars and submit all evaluation materials and paperwork. The grant may be renewed annually for up to two additional years if the program has shown it meets the grant requirements.

Application Procedure

1. Applicants must use the enclosed forms to submit proposals. Applicants must bear the cost of preparing and submitting proposals. Proposals must be formatted as outlined by section so the grant evaluation committee can rate them for completeness and responsiveness. Failure to comply with any part of the RFG will result in points being subtracted from the overall score or disqualification of the proposal.
2. Proposals must be limited to one proposal per location/site with a maximum of three proposals per organization.
3. Proposals must be double-spaced, using standard font and size (12 point). Print must not be compressed. The I. Application Cover Sheet, II. Demographic Information Chart, and III. Budget Detail Form are the only portions of the application that may be hand-written (legibly).
4. Proposals must be stapled or permanently bound.
5. One original (with an original signature) and five identical copies of the proposal must be submitted.
6. Each copy of the proposal must include:
 - A. A completed form for each of the following sections: I. Application Cover Sheet, II. Demographic Information Chart, and III. Budget Detail Form.
 - B. Response to the IV. Narrative Section must not exceed a total of 10 pages. Failure to comply with this 10-page limit will result in automatic disqualification. The attachments requested (organization chart, sample monthly activities, letters of collaboration, and budget explanation) will not be counted as part of the 10-page limit.
 - C. Two letters of community involvement/partnership. Youth Connections encourages programs to involve community groups and other agencies in their efforts to provide quality services to youth. Some examples of community involvement/partnership are service clubs whose members volunteer in the program; Community Health and Safety Networks that fund a specific project; or arts organizations that conduct special activities in the program. These letters must be from the community groups and must give a brief description of the nature of its involvement with the applicant. They must not be simply a letter of support. These letters are worth up to five points each and are not counted as part of the 10-page limit. They are Attachments C and D.
7. The proposal – whether mailed or hand-delivered – **must be received no later than 3:00 p.m., Wednesday, April 19, 2006.** Proposals may not be faxed. Late proposals will not be accepted.

SUBMIT PROPOSALS TO:
Sharrif F. Dajany, Contract Analyst
Department of Workforce Services
PO Box 45249
140 East 300 South
Salt Lake City, Utah 84145-0249
801-526-9430

Check List for RFG

- ☐ **I. Application Cover Sheet**
- ☐ **II. Demographic Information Chart**
- ☐ **III. Budget Detail Form**
- ☐ **IV. Narrative – Organization Description**
- ☐ **IV. Narrative – Need Determination**
- ☐ **IV. Narrative – Program Services**
- ☐ **IV. Narrative - Staff Training**
- ☐ **IV. Narrative - Recruitment**
- ☐ **IV. Narrative - Collaboration**
- ☐ **IV. Narrative – Cost Information (Budget Details, Plan of Action & Timeline)**
- ☐ **Attachment A – Organization Chart**
- ☐ **Attachment B – Three Proposed Monthly Program Activities**
- ☐ **Attachments C and D – Letters of Collaboration**
- ☐ **Attachment E – Sample Job Descriptions**

Appendix 1

Definitions

Care For Children With Special Needs

For the purposes of this grant, children with special needs are those children whose needs require specialized technical assistance, knowledge, training, skills or equipment.

Child Care and Child Care Program definition from Department of Health

“Child care” means continuous care and supervision of five or more children through age 12 and children with disabilities through age 18, in lieu of care ordinarily provided by parents in their own home, for less than 24 hours a day, for direct or indirect compensation.

“Child care program” means a child care facility or program operated by a person or organization that holds a license issued by the Department of Health, Bureau of Licensing.

Collaborative Program

Collaborative program, for purposes of the RFG, means a program where children will receive services or resources from more than one entity in the same program. For example: A public school classroom or religious center shares space with another public or private child care or youth prevention program. Collaboration must be documented in writing and outline specific tangible contribution to the goals of the proposed program.

Environment Rating Scale – School-Age Care Environment Rating Scale

The School-Age Care Environment Ratings Scale (SACERS) is a nationally recognized assessment tool being used by WFL to measure the quality of care offered by Youth Connections grantees. See Appendix 2, Frequently Asked Questions, for more information.

Fiscal Year (FY)

A fiscal year is a 12-month period at the end of which all accounts are completed. A fiscal year does not correspond to a calendar year. FY07 is the time period from July 1, 2006 through June 30, 2007.

Matching Funds

These are funds that the applicant already has or will have available to put toward their program. The funds may be cash or they may be “in-kind”, which is the dollar value of materials, supplies, or volunteer time, etc. For the purposes of the Youth Connections RFG no federal money may be included in the 100% match requirement.

National AfterSchool Association (NAA) Accreditation Standards

NAA provides a national afterschool program improvement and accreditation system. The NAA Standards for Quality School-Age Care are available at www.naa.org.

Appendix 2

Frequently Asked Questions

1. Do the forms need to be typed? All of the ten page narrative must be typed. The forms do not have to be typed, but if they are hand written they must be hand written legibly in blue or black ink.
2. Are the forms available in electronic format? Yes, they will be located on our website but will not allow you to complete electronically.
3. Will my grant be automatically renewed annually or will I need to reapply? An annual renewal contract agreement will be required. If your program is meeting the goals and objectives listed in your grant application, meeting its budget obligations, complying with all applicable state and federal laws and regulations, and if the state and federal funding that this grant relies on continues to be available, your grant will be renewed.
4. Is there anything that I can't use the grant money for? Yes. Funding must not replace existing funding. It can't be used for capital expenses and it can't be used to purchase used equipment from any source. It can't be used for out of state travel. See Appendix 3.
5. Do I have to get a license for my youth program? No, unless the program is a "child care" program, as determined by the Department of Health.
6. How do I find out about licensing? Most child care centers are required by law to be licensed by the Utah Department of Health, Bureau of Licensing. All "child care" programs funded by this grant must be licensed, unless they are legally exempt under the law. To receive a copy of the current licensing rules and an application packet, and to find out how to contact your local licensing specialist, call 1-888-287-3704. Contact your licensing specialist early. It is usually possible to set up an orientation meeting with your licensor, who has knowledge about child care needs in your area and has technical assistance materials to share with you.
7. What are the Environment Rating (ER) Scales? The scales measure "process quality" which focuses primarily on the interactions between and among the children and adults and the interactions children have with the materials and activities in the center. To learn more about the scales, visit www.fpg.unc.edu/~ecers/. The School-Age Care Environment Rating Scale can be ordered through supply catalogs (Readleaf Press, School-Age NOTES, Environments). ISBN: 0-8077-3507-8
8. Do I need to have certain equipment, toys or furniture to score a 4 on the Environment Rating Scales? Yes, the scales are usually very specific about the type and quantity of toys, equipment and furniture that are needed to provide good quality care. It is good to refer to the scales and the notes found on the website when planning your equipment choices. Go to www.fpg.unc.edu/~ecers/ and click on the SACERS book, then select "Additional Notes".
9. What are the National AfterSchool Association "Standards for Quality School-Age Care?" These standards are the basis of the self-study process and national accreditation process through the National AfterSchool Association (NAA), formerly called the National School-Age Care Alliance. The standards describe practices that lead to stimulating, safe, and supportive programs for young people ages 5 to 14 in their out-of-school time. See www.naaweb.org and www.schoolagenotes.com and click on "school-age care training materials."
10. How do I figure out taxes? Figuring out taxes can be difficult and time consuming. It may be necessary to have an accountant or an attorney to guide programs through this process. Programs may want to employ someone for tax and payroll services. Center programs need to apply for a Federal Tax Identification Number. This number enables the organization to withhold tax.
11. When and how will grant money be distributed? One third of the grant funds will be awarded upon execution of the agreement and submittal of an invoice by a grantee to WFL. The second and third payments will be spaced during the grant year when the grantee submits an invoice and demonstrates a successful program.
12. How do I determine the need for specific types of programs in my community? There are several ways to assess the need. Municipal leaders, law enforcement, school counselors and principals, religious leaders, and human services program staff may be able to help document local need for youth prevention program funds. For school-age child care you may also contact your local Child Care Resource and Referral agency. See www.jobs.utah.gov/occ/CCRandR.
13. Where do I look for resource books? Check out School-Age NOTES at www.SchoolAgeNotes.com or call for a free catalog at 1-800-410-8780.
14. Who do I call with questions? Sharif F. Dajany, Contract Analyst, DWS, (801) 526-9430.

Appendix 3

Allowable Costs/Unallowable Costs

The following are some specific allowable or unallowable costs for this grant:

PERSONNEL
Salaries and benefits for caregivers, group leaders, and/or directors are allowable. Salary or wages for time spent attending training or meetings required by the Grant are allowable.
MATERIALS
Materials and supplies used to conduct the program are allowable. Purchase of televisions, VCRs, DVD players or motor vehicles are unallowable. Grant funds may not be used to purchase used equipment from any source.
TRAINING
Registration fees for training offered through the statewide Child Care Resource & Referral Agency network, Utah Higher Education Institutions and professional association conferences are allowable. Lodging and travel costs for out-of-state training is unallowable.
MINOR IMPROVEMENTS TO FACILITIES
Grant funds may be used for minor improvements to facilities <u>only</u> if the improvement is required to bring the facility into compliance with state child care licensing rules and does not qualify as a capital improvement (over \$5K).
NO SUPPLANTING
Funds must be used as an addition to existing funds for the program and <u>not</u> replace funds which have been appropriated, designated or come from parent fees for current program operation.

GRANT STANDARD TERMS AND CONDITIONS

1. **GRANT JURISDICTION:** The laws of the State of Utah shall govern the provisions of this Grant.
2. **COMPLIANCE WITH GENERALLY APPLICABLE STATE AND FEDERAL LAWS:** As noted in this Grant, the GRANTEE is required to comply with all anti discrimination and drug-free workplace laws, and all laws governing research involving human subjects. If the GRANTEE is receiving state and federal funds under this Grant, certain state and federal requirements also apply, including the following federal laws: Equal Opportunity Employer Executive Order, the Davis-Bacon Act, the Hatch Act, the Copeland "Anti-Kickback" Act, the Fair Labor Standards Act, the Contract Work Hours and Safety Standards Act, the Clean Air Act, the Federal Water Pollution Control Act, the Byrd Anti-Lobbying Amendment, and the Debarment and Suspension Executive Orders. The GRANTEE shall comply with these laws and regulations to the extent they apply to the subject matter of this and are required by the amount of state and federal funds involved in this Grant.

Equal Opportunity Clause. Section 188 of the Workforce Investment Act of 1998 (WIA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I-financially assisted program or activity:

Title VII of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color, and national origin;

Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;

The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in education programs.

3. **CONFLICT OF INTEREST:** The GRANTEE certifies, through the execution of the Grant, that no person in its and the DEPARTMENT'S employment, directly or through subcontract, will receive any private financial interest, direct or indirect, in the Grant. The GRANTEE will not hire or subcontract with any person having such conflicting interest.
4. **RELATED PARTIES:** The GRANTEE shall not make payments to related parties in any category of Administration, Capital Expenditures, or Program Expenses without the prior written consent of the DEPARTMENT. Payments to related parties may include, but are not limited to: salaries, wages, compensation under employment or service contracts, or payments under purchase, lease, or rental contracts. Payments made by the GRANTEE to related parties without such prior written consent may be disallowed and may result in an overpayment assessment. For the purpose of defining payments to related parties under this grant, the GRANTEE shall be defined to include all owners, partners, directors, and officers of the GRANTEE or others with authority to establish policies and make decisions for the GRANTEE.

Persons and/or organizations shall be considered related parties when any of the following conditions exist:

A person and/or organization with directors, officers, or others with the authority to establish policies and to make decisions for the organization who is/are related to GRANTEE through blood or marriage, as defined by U.C.A., Section 52-3-1(1)(d) as father, mother, husband, wife, son, daughter,

sister, brother, uncle, aunt, nephew, niece, first cousin, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in law, or daughter-in-law.

An organization has in common with the GRANTEE either: a) owners or partners who directly or indirectly own ten percent (10%) or more of the voting interest of the organization; and/or b) directors, officers or others with authority to establish policies and make decisions for the organization.

The GRANTEE is obligated to immediately call any contemplated or actual related party payment to the attention of the DEPARTMENT. Upon notification of related party payment, the DEPARTMENT may, at its discretion, require that the GRANTEE undertake competitive bidding for the goods or services, require satisfactory cost justification prior to payment, or take other steps that may be necessary to assure that the goods or services provided afford the DEPARTMENT a satisfactory level of quality and cost. Any related party payments contemplated under this Grant must be disclosed on a statement for related party transactions and is available from the DEPARTMENT'S Finance/Contracting Division. It will require:

- a. The name of the GRANTEE'S Representative who is related to the party that the GRANTEE seeks to make payments to.
- b. The name of the other related party.
- c. The relationship between the individuals identified in a. and b. above.
- d. A description of the transaction in question and the dollar amount involved (if any).
- e. The decision-making authority of the GRANTEE'S Representative and the party identified in b. above, with respect to the applicable transaction.
- f. The potential effect of the payment to a related party on this Grant and the measures taken by the GRANTEEOR to protect the DEPARTMENT from potentially adverse effects resulting from

5. **RECORDS ADMINISTRATION:** The GRANTEE shall maintain, or supervise the maintenance of all records necessary to properly account for the payments made to the GRANTEE for costs authorized by this Grant. These records shall be retained by the GRANTEE for at least four years after the Grant terminates, or until all audits initiated within the four years, have been completed, whichever is later. The GRANTEE shall maintain books, records, documents and other evidence.
6. **AUDIT OF RECORDS:** The GRANTEE agrees to allow State and Federal auditors, and DEPARTMENT Staff, access to all the records to this Grant, for audit and inspection, and monitoring of services. Such access will be during normal business hours, or by appointment.
7. **INDEMNITY CLAUSE:** The GRANTEE agrees to indemnify, save harmless, and release the State of Utah, and all its officers, agents, volunteers, and employees from and against any and all loss, damages, injury, liability, suits, and proceedings arising out of the performance of this grant which are caused in whole or in part by the negligence of the Grantee's officers, agents, volunteers, or employees, but not for claims arising from the State's sole negligence.
8. **GRANTEE ASSIGNMENT:** Notwithstanding the DEPARTMENT'S right to assign the rights or duties hereunder, the GRANTEE agrees and understands that this Grant is based on the reputation of the GRANTEE, and this Grant may not be assigned by the GRANTEE without the written consent of the DEPARTMENT. Any attempted assignment by the GRANTEE without the DEPARTMENT'S written consent shall be wholly void.

9. **GRANT TERMINATION:**

a. **Option to Terminate:** Unless otherwise stated, this Grant may be terminated, with or without cause, in advance of the specified expiration date, by either party, upon thirty (30) days prior written notice being given the other party. On termination of this Grant, all accounts and payments will be processed according to the financial arrangements set forth herein for approved purchases made up to the effective date of termination and all unexpended money will be returned to the DEPARTMENT.

b. **Default Termination:** In the event this Grant is terminated as a result of a default by the GRANTEE, the DEPARTMENT may procure or otherwise obtain, upon such terms and conditions as the DEPARTMENT deems appropriate, services similar to those terminated, and GRANTEE shall be liable to the DEPARTMENT for any damages arising there from, including attorneys' fees and excess costs incurred by the DEPARTMENT in obtaining similar services.

c. **Immediate Termination:** In addition, if the GRANTEE'S violation of this Grant creates or is likely to create a risk of harm to the clients served under this Grant, or if any other provision of this Grant (including any provision in the attachments) allows the DEPARTMENT to terminate the Grant immediately for a violation of that provision, the DEPARTMENT may terminate this Grant immediately by notifying the GRANTEE in writing.

d. **Attorneys' Fees and Costs:** If either party seeks to enforce this Grant upon a breach by the other party, or if one party seeks to defend itself against liability arising from the negligence of the other party, the prevailing party shall receive from the unsuccessful party all court costs and its reasonable attorneys' fees, regardless of whether such fees are incurred in connection with litigation.

e. **Remedies for GRANTEE'S Violation:** The GRANTEE acknowledges that if the GRANTEE violates the terms of this Grant, the DEPARTMENT is entitled to avail itself of all available legal, equitable and statutory remedies, including money damages, injunctive relief and debarment as allowed by state and federal law.

10. **TERMINATION (FUND-OUT):** The Grantee acknowledges that DEPARTMENT cannot Grant for the payment of funds not yet provided by the Federal Government or appropriated by the Utah State Legislature and the DEPARTMENT cannot guarantee funding under this Grant since it may be altered by an act of the Federal Government or the Utah State Legislature occurring before the expiration of this Grant. Therefore, in the event that the DEPARTMENT fails to receive appropriations then the DEPARTMENT may, by giving at least 60 days advance written notice, terminate this Grant. DEPARTMENT will reimburse Grantee for services performed up through the date of cancellation. Should the termination option be used in this grant the grantee will make an accounting of this expenditures within the sixty (60) days notice and returned all unexpended money to the DEPARTMENT.

11. **CITING DEPARTMENT IN ADVERTISING:** The Grantee agrees to give credit to the DEPARTMENT OF WORKFORCE SERVICES for funding in all written and verbal advertising or discussion of this program such as brochures, flyers, informational materials, talk shows, etc. All formal advertising or public information programs will be coordinated with, Public Information Officer for the DEPARTMENT.

12. **LICENSING AND STANDARD COMPLIANCE:** The Grantee currently meets all applicable licensing or other standards required by Federal and State laws or regulations and ordinances of the City/County in which services and/or care is provided and will continue to comply with such licensing or other applicable standards and ordinances for duration of this Grant period. Failure to secure or maintain a license shall support a basis for cancellation of this Grant.

13. **SEPARABILITY CLAUSE:** A declaration by any court, or other binding legal source, that any

provision of this agreement is illegal and void shall not affect the legality and enforceability of any other provisions of this agreement, unless said provisions are mutually dependent

14. **MONITORING:** DEPARTMENT shall have the right to monitor the GRANTEE'S performance and fiscal compliance based on requirements of the federal funding source and criteria set forth in this Grant to include the goals, objectives, and processes established in the plan of action and any special terms and conditions described in the Grant Application and Grant Agreement. Monitoring may include both announced and unannounced visits.

15. **DEPARTMENT COST PRINCIPLES FOR COST REIMBURSEMENT GRANTS:**

- a. *Federal Cost Principles determine allowable costs in the Department contracts/grants.* They can be found in circulars published by the Federal Office of Management and Budgets ("OMB"). GRANTEE may locate the Federal Cost Principles applicable to its organization at the Internet web site:

OMB Circulars: <http://www.whitehouse.gov/omb/circulars/index.html>

- b. *In addition to complying with Federal Cost Accounting Principles.* For GRANTEE'S convenience, the DEPARTMENT provides Table 1 below, "Cost Accounting Principles," as a reference guide to the applicable cost principles. However, the information in this table is not exhaustive, and GRANTEE understands that it is obligated to seek independent legal or accounting advice. As shown in Table 1, "Cost Accounting Principles," the principles applicable to a particular GRANTEE depend upon the GRANTEE'S legal status.

Table 1: Cost Accounting Principles

Grantee:	Federal Cost Principles:
State or Local Govt. & Indian Tribal Govts.	OMB Circular A-87
College or University	OMB Circular A-21
Non-Profit Organization	OMB Circular A-122
For Profit (Commercial) Organization	48 CFR Part 31

16. **COPYRIGHT:** The Grantee agrees that any and all Deliverables prepared for the Department, to the extent to which it is eligible under copyright law in any country, shall be deemed a work for made for hire, such that all right, title and interest in the work and Deliverables reside with the Department. The Department reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use and to authorize others to use for Federal or State Government purposes, such software, modifications and documentation. To the extent any work or Deliverable is deemed not to be, for any reason whatsoever, work made for hire, grantee agrees to assign and hereby assigns all right title and interest, including but not limited to copyright patent, trademark and trade secret, to such work and Deliverables, and all extensions and renewals thereof, to Department. Grantee further agrees to provide all assistance reasonably requested by Department in the establishment, preservation and enforcement of its rights in such work and Deliverables, without any additional compensation to Department. Grantee agrees to and hereby, to the extent permissible, waives all legal and equitable rights relating to the work and Deliverables, including without limitation any an all rights of identification of authorship and any and all rights of approval, restriction or limitation on use or subsequent modifications.

17. **BILLINGS AND PAYMENTS:** Payments to the Grantee will be made by the DEPARTMENT upon execution of the Grant Agreement and processing of the payment request from the Office of Child Care. Funds not spent within the effective dates of the Grant will be returned to the Department.

(Rev 6/05)

Appendix 5

RFG EVALUATION SCORESHEET

Organization: _____

Site: _____

Evaluator: _____

Date: _____

Score will be assigned as follows:

- 0 = Failure, no response
- 1 = Poor, inadequate, fails to meet requirement
- 2 = Fair, only partially responsive
- 3 = Average, meets minimum requirement
- 4 = Above average, exceeds minimum requirement
- 5 = Superior

		Score	Weight (0-5)	Points
1. ORGANIZATION: (5 points possible)		----	----	----
Please describe your organization. Include an organization chart. (Attachment A)	5 points possible		X 1	
2. NEED DETERMINATION: (10 points possible)		----	----	----
How did you determine need for an after-school program in your community?	5 points possible		X 1	
Demographics – How will you identify at-risk youth you plan to serve?	5 points possible		X 1	
3. PROGRAM SERVICES: (20 points possible)		----	----	----
Describe your philosophy, goals and program design for your program.	5 points possible		X 1	
Provide a work plan describing three proposed monthly program activities (Attachment B)	10 points possible		X 2	
How will you ensure that the services you provide are culturally relevant and accommodate youth with special needs?	5 points possible		X 1	
4. STAFF: (10 points possible)		----	----	----
Job descriptions (Attachment E) - 4 pts, On-going training- 2 pts, Evaluation- 2 pts, and Reward- 2 pts.	10 points possible		N/A	
5. RECRUITMENT (5 points possible)		----	----	----
How will you identify and recruit youth from low-income families? How do you plan to market your program?	5 points possible		X 1	
6. COLLABORATION: (10 points possible)		----	----	----
Who in your community have you been working with? Attach two letters of collaboration. (Attachments C and D; 5 points each).	10 points possible		X 2	
7. COST INFORMATION: (40 points possible)		----	----	----
Provide an explanation itemizing and describing the purpose for each line item on the Budget Detail Form.	30 points possible		X 6	
How will you ensure proper administrative and accounting procedures are followed?	5 points possible		X 1	
Include a plan of action and a timeline for your purchasing activities.	5 points possible		X 1	
TOTAL EVALUATION POINTS	100 points possible		Total	